West Virginia Secretary of State Annual Report Online Filing Instructions

- 1. Log on to www.business4wv.com
- 2. Enter your **User ID** and **Password** information in the appropriate fields in the **Account Login** dialogue box to log into your personal **Filing Cabinet**.

NOTE: If you **HAVE NOT** already registered your own **User ID** and **Password** through the website, you must do so before you can log in to file the annual report(s). *See instructions below to register a **User ID** and **Password**.

- 3. Click the **Login** button, or press Enter.
- 4. On the **Filing Cabinet** screen, select from the **Filing Option**: dropdown menu the type of business annual report you are filing [i.e., LLC, BT (Business Trust), Corporation, VA (Voluntary Association), LP (Limited Partnership), LLP (Limited Liability Partnership) or Insurance Company AIF (Attorney-In-Fact)].
- 5. Click **Go**.
- 6. Enter the company name in the **Name Search** field.

NOTE: When entering the company name, it must be entered <u>EXACTLY</u> as it is registered with the Secretary of State's Office (i.e., "A. B. C. Enterprises, Inc." must be entered using the "." and "," exactly as they appear in the name on record). Enter part of your company name and click "Search" to locate the Secretary of State organization. If you find your company name, click on the link for it under the "Organization Name" column to continue. If the name is not found, search again with one or two key words. If you cannot bring up your company, try searching using LESS company name information to find more results.)

- 7. Click Search.
- 8. Select your company by clicking on the link under the **Organization Name** column.
- 9. Enter the PIN Number for the company (located on your post card or in the email notice you received).
- 10. Click **Check PIN** to verify your PIN.
- 11. Click Continue on the "PIN Number Correct" screen.
- 12. Review the *Company Type* Data on File at the Secretary of State.
- 13. Click Continue.

NOTE: If at any point you need to exit the online filing process, select "Save/Continue Later" to save your information and return at a later time to complete the filing.

- 14. Review the company's information by proceeding through the company information editing screens and make any changes by editing the appropriate fields to update the information.
- 15. Complete the annual report by paying the \$25 filing fee with a valid credit card or by paying with an ACH automatic checking account draft. BE SURE TO ENTER THE CREDIT CARD INFORMATION EXACTLY AS IT APPEARS ON THE CARD.
- 16. If you are filing reports for multiple companies, you must log back into your Filing Cabinet and REPEAT Steps 4 15.

*Instructions for registering a User ID and Password through www.business4wv.com..

Online User Account Registration Instructions

You may register an online user account **Filing Cabinet** by visiting <u>www.business4wv.com</u>. Follow the steps below to set up your own personal **Filing Cabinet User ID** and **Password**.

1) Click on the Register Now link (4th link on the left navigation panel under the heading "Business For West Virginia" or 4th link from the left under the Account Login box).



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Learn how your free **Business4WV Account** will help you manage your business filings and information.

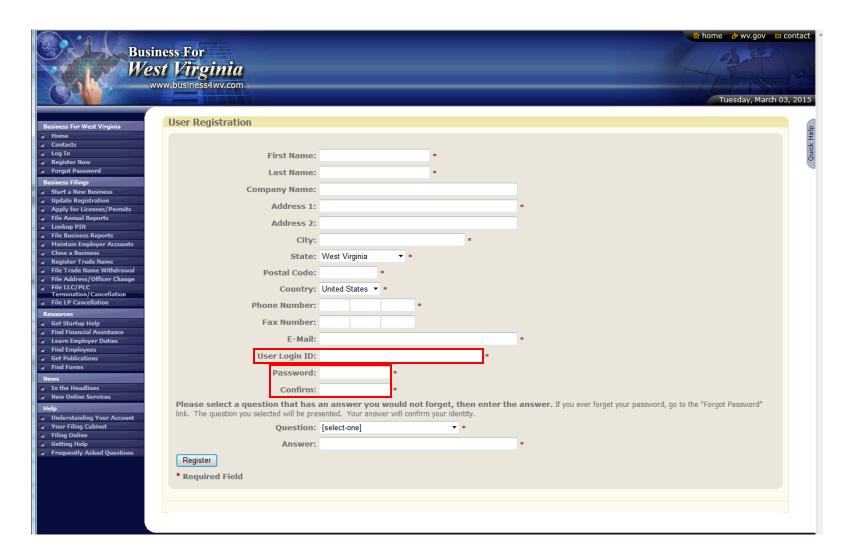
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2) Fill out the online **User Registration** form to create your own personal **User Login ID** and **Password** including ALL **REQUIRED FIELDS** marked with a **RED** asterisk (*).



Note: The User Login ID must meet the following criteria:

- 7 40 alpha-numeric characters
- User ID is case sensitive

The **Password** must meet the following criteria:

- 7 15 alpha-numeric characters and <u>AT LEAST ONE</u> of the following special characters (~, !, \$, %, &, *, _, +). It *CANNOT* contain any of the following special characters: @, ^, or #.
- Password is Case Sensitive

Store this information in a safe place for future reference to log into your Filing Cabinet.

3) From the Account Login screen, login to your user account by entering your User ID and Password in the fields where indicated.



- 4) Click Login button.
- 5) On the **Filing Cabinet** screen, select the appropriate "File Annual Report" option for your specific business structure type (i.e., **LLC**, **Corporation**, **Business Trust**, **Voluntary Association**, etc.) from the **Filing Option** drop-down menu (next to the **Go** button).



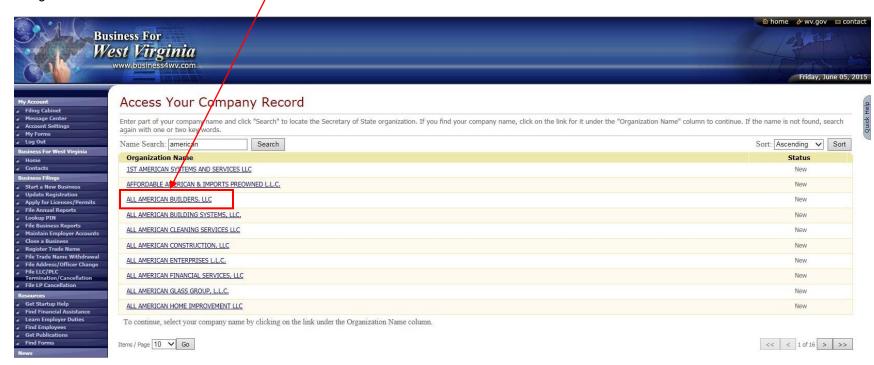
- 6) Click Go.
- 7) Access your company record: In the Name Search field, enter part of your company name and click Search to locate the organization.



If your search results indicate no results are found:

- a. Ensure you have selected the correct business structure from the Filing Option dropdown menu (i.e., LLC, Corporation, Business Trust, Voluntary Association, etc.). If the organization is a "Corporation" and you select "File LLC Annual Report," the system will not find your organization. The business structures must match.
- b. Be sure the organization name is spelled EXACTLY as it is registered with Secretary of State. We recommend searching for LESS of the name to ensure broader search results. For example, if you are unsure if the name uses "." (periods) or "," (commas) in the name, use only a distinguishable word or term. The example below contains the word "American" in the name. The system will locate all organizations with the term "American" in the name (see image below).

8) Click on the company name in the **Organization Name** menu display. *In this example, we have searched for* All American Builders, LLC using the word "American."



- 9) Check the company PIN: Enter the organization's PIN in the **PIN Number** field. The PIN is located in the e-mail sent by the Secretary of State's Office beginning in January of the annual report filing period year. If you did not receive the e-mail, the PIN is located on the FRONT of the post card notification mailed from the Secretary of State's Office prior to June 30. The PIN changes each year; previous years' PIN information will not work.
- 10) CLICK THE CHECK PIN BUTTON. Pressing the "Enter" key on your keyboard will NOT check the company PIN. You MUST click the Check Pin button to properly check the PIN (see below).



After you've successfully checked the PIN, you will be in the organization's Annual Report.

11) Follow the on screen instructions to complete filling out the online Annual Report.

If you need to log out of your account before completing the online registration, click on the **Save/Continue Later** button to save your information. You may continue at a later time by logging into your account using your User ID and Password and continuing the online registration process. From your **Filing Cabinet**, you may file Annual Reports for an unlimited number of businesses through www.business4wv.com. Visit our Frequently Asked Questions link to address many of the questions you may have regarding the website.